

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ELECTION CLERK**

Jurisdictional Class: **Exempt**
Date Adopted: **Unknown**
Date Revised:
Jurisdictions: **County**
Union Status: **Non-Union**
Pay Grade: **4**

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of various clerical tasks. Detailed instructions regarding fixed procedures in Elections would be given and they would be applied in a well established routine. The work would be reviewed by immediate observation, by checking completed work, or by periodic spot checks. The individual would assist in performing more difficult and responsible Election work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves the public in the office;
Answers the telephone and gives our routine information and directs questions to appropriate individuals as needed;
Pulls materials from files and makes simple file searches;
Operates general office equipment including copier, calculator and simple computer procedures;
Sorts and straightens records and records data on standard forms;
Sorts and files forms in Central File;
Records data on standard forms;
Assists deputies and/or senior clerks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology and equipment; working knowledge of English, ability to understand and carry out oral and written directions; ability to write legibly and accurately; tact and courtesy; good judgment and ability to maintain confidentiality of records.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; **AND** be A Certified Election Inspector